

## 297 - REPROGRAPHICS INTERNAL SERVICE FUND

### Operational Summary

#### Description:

Support County agencies and operations by providing printing and publishing services.

#### At a Glance:

Total FY 2004-2005 Actual Expenditure + Encumbrance:	3,835,436
Total Final FY 2005-2006	4,947,359
Percent of County General Fund:	N/A
Total Employees:	27.00

#### Strategic Goals:

- Provide essential services within existing resources.
- Improve customer service through utilization of new technology, better training, effective project management and incorporation of best practices.

#### Key Outcome Indicators:

Performance Measure	2004 Business Plan Results	2005 Business Plan Target	How are we doing?
<b>CUSTOMER SATISFACTION WITH REPROGRAPHICS SERVICES.</b> <b>What:</b> Percentage of Publishing Services jobs completed to the satisfaction of requesting customers. <b>Why:</b> Indicates customer satisfaction with support to County agencies & operations by Publishing Services.	100%	97%	Meeting customer satisfaction.
<b>EFFICIENCY OF PUBLISHING SERVICES TO COUNTY AGENCIES AND OPERATIONS.</b> <b>What:</b> Percentage of Publishing Services jobs completed and delivered on time. <b>Why:</b> Meet the printing requirements of our customers in an efficient cost-effective, and timely manner	99%	97%	Meeting printing deadlines requested by our customers.

#### FY 2004-05 Key Project Accomplishments:

- Leased state-of-the-art electronic digital printing equipment.
- Leased state-of-the-art digital plate maker.
- Completed projects on time and to the satisfaction of the client.

**Reprographics ISF** - Support County agencies and operations by providing printing and publishing services.

## 297 - Reprographics Internal Service Fund

### Operation of Internal Service Fund Operational Statement for the Fiscal Year 2005-2006

Operating Detail		FY 2003-2004	FY 2004-2005	FY 2005-2006	FY 2005-2006
		Actual	Actual	Proposed Budget	Final Budget
(1)		(2)	(3)	(4)	(5)
<b>OPERATING INCOME</b>					
7590	Other Charges for Services	3,531,904	3,322,891	4,046,559	4,046,559
7600	Special Assessments	0	2,887	0	0
<b>Total Operating Income</b>		<b>3,531,904</b>	<b>3,325,778</b>	<b>4,046,559</b>	<b>4,046,559</b>
<b>OPERATING EXPENSES</b>					
Salaries & Benefits					
0100	Salaries and Wages	5,698	8,096	0	0
0101	Regular Salaries	1,133,727	1,170,188	1,152,505	1,152,505
0102	Extra Help	0	81	0	0
0103	Overtime	3,737	10,611	16,970	16,970
0104	Annual Leave Payoffs	9,053	10,420	13,500	13,500
0105	Vacation Payoff	0	0	5,000	5,000
0106	Sick Leave Payoff	0	0	1,000	1,000
0110	Performance Incentive Pay	14,223	6,826	1,387	1,387
0111	Other Pay	10,805	8,094	11,648	11,648
0200	Retirement	108,070	151,656	178,204	178,204
0301	Unemployment Insurance	1,819	(2,055)	1,721	1,721
0305	Salary Continuance Insurance	442	437	416	416
0306	Health Insurance	201,640	196,385	209,700	209,700
0308	Dental Insurance	964	900	912	912
0309	Life Insurance	156	200	192	192
0310	Accidental Death and Dismemberment Insurance	29	35	36	36
0319	Other Insurance	14,582	14,400	14,880	14,880
0352	Workers Compensation - General	43,464	39,336	45,505	45,505
0401	Medicare	16,473	16,186	16,030	16,030
<b>Total Salaries &amp; Benefits</b>		<b>1,564,882</b>	<b>1,631,796</b>	<b>1,669,606</b>	<b>1,669,606</b>
Services & Supplies					
0600	Clothing and Personal Supplies	3,835	5,495	5,000	5,000
0700	Communications	373	296	0	0
0701	Telephone/Telegraph - Interfund Transfer	9,599	9,459	10,500	10,500
1000	Household Expense	11,263	14,817	15,300	15,300
1001	Household Expense - Trash	425	2,626	400	400
1100	Insurance	7,843	8,154	10,215	10,215

## Operation of Internal Service Fund Operational Statement for the Fiscal Year 2005-2006

		FY 2003-2004	FY 2004-2005	FY 2005-2006	FY 2005-2006
Operating Detail		Actual	Actual	Proposed Budget	Final Budget
(1)		(2)	(3)	(4)	(5)
1300	Maintenance - Equipment	68,212	61,757	129,300	129,300
1400	Maintenance - Buildings and Improvements	14,967	53,515	60,000	60,000
1402	Minor Alterations and Improvements	9,049	23,992	0	0
1700	Miscellaneous Expense	(39,612)	16,322	2,000	2,000
1800	Office Expense	761,132	779,758	979,342	979,342
1803	Postage	2	0	20	20
1806	Printing Costs - Outside Vendors	628	6,027	20,000	20,000
1809	Minor Office Equipment to be Controlled	9,940	4,078	41,300	41,300
1900	Professional and Specialized Services	212,624	237,970	284,364	284,364
1901	Data Processing Services	108	36	200	200
1908	Temporary Help	4,060	0	10,000	10,000
1911	CWCAP Charges	92,401	104,458	158,796	158,796
2100	Rents and Leases - Equipment	845,777	670,588	847,616	847,616
2300	Small Tools and Instruments	649	1,581	2,000	2,000
2400	Special Departmental Expense	1,898	3,377	3,500	3,500
2405	Optional Benefit Plan	3,000	3,000	3,000	3,000
2600	Transportation and Travel - General	31	13	0	0
2601	Private Auto Mileage	0	0	400	400
2602	Garage Expense	7,753	6,659	16,000	16,000
2801	Utilities - Purchased Electricity	3,421	35,560	8,500	8,500
2802	Utilities - Purchased Gas	625	6,353	1,000	1,000
2803	Utilities - Purchased Water	99	1,079	500	500
Total Services & Supplies		2,030,102	2,056,969	2,609,253	2,609,253
Fixed Assets					
4000	Equipment	0	0	540,000	540,000
Total Fixed Assets		0	0	540,000	540,000
Miscellaneous					
5300	Depreciation	60,811	59,408	120,000	120,000
Total Miscellaneous		60,811	59,408	120,000	120,000
Total Operating Expenses		3,655,795	3,748,172	4,938,859	4,938,859
Net Operating Income (Loss)*		(123,891)	(422,394)	(892,300)	(892,300)
NON-OPERATING REVENUE					
6610	Interest	16,851	32,007	20,000	20,000
7661	Other Sales - Taxable	255,531	286,201	265,000	265,000
7670	Miscellaneous Revenue	8,997	8,921	0	0
Total Non-Operating Revenue		281,379	327,129	285,000	285,000

## Operation of Internal Service Fund Operational Statement for the Fiscal Year 2005-2006

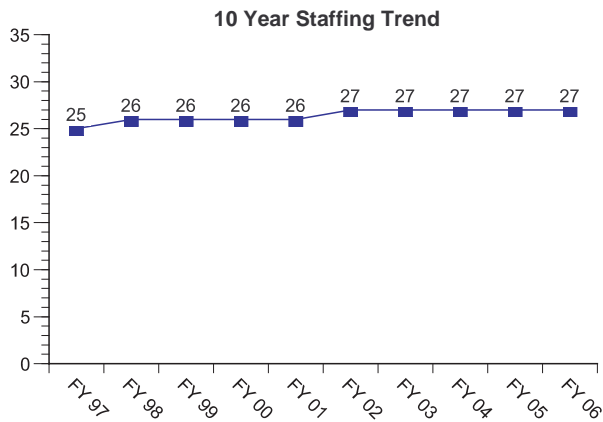
		FY 2003-2004	FY 2004-2005	FY 2005-2006	FY 2005-2006
Operating Detail		Actual	Actual	Proposed Budget	Final Budget
(1)		(2)	(3)	(4)	(5)
<b>NON-OPERATING EXPENSES</b>					
1912	Investment Administrative Fees	1,433	1,311	1,500	1,500
5400	Loss or (Gain) on Disposition of Assets	6,891	1,882	7,000	7,000
<b>Total Non-Operating Expenses</b>		8,324	3,193	8,500	8,500
<b>Net Non-Operating Income (Loss)</b>		273,055	323,936	276,500	276,500
<b>Income (Loss) Before Contributions &amp; Transfers**</b>		149,164	(98,458)	(615,800)	(615,800)
<b>FIXED ASSET EXPENDITURES</b>					
4000	Equipment - Replacement***	35,496	0	540,000	540,000
<b>Total Fixed Asset Expenditures</b>		35,496	0	540,000	540,000
<b>STATEMENT OF CHANGES IN NET ASSETS - UNRESTRICTED</b>					
Income (Loss) Before Contributions & Transfers		149,164	(98,458)	(615,800)	(615,800)
Changes to Reserves - Encumbrance - (Inc)/Dec.		(24,755)	(81,630)	0	0
Changes to Reserves - Net Assets - Reserved (Inc)/Dec.		(98,827)	(584,024)	482,684	482,684
Changes to Reserves - Net Assets, Invested in Capital Assets, Net of Related Debt (Inc)/Dec.		35,156	61,290	0	0
Changes to Reserves - Inventory of Material & Supplies (Inc)/Dec.		0	(2,325)	0	0
<b>Increase (Decrease) in Net Assets - Unrestricted</b>		60,738	(705,147)	(133,116)	(133,116)
<b>Net Assets - Unrestricted - Beginning of Year</b>		698,289	759,027	133,116	133,116
<b>Net Assets - Unrestricted - End of Year</b>		759,027	53,880	0	0

\*Note - Net Operating Loss is overstated in the 2005-06 Proposed and Approved Budget columns due to budgeted fixed asset expenditures that will be capitalized at year-end.

\*\*Note - Loss Before Contributions and Transfers is overstated in the 2005-06 Proposed and Approved Budget columns due to budgeted fixed asset expenditures that will be capitalized at year-end.

\*\*\*Note - Replacement equipment is financed by funds generated through depreciation expense and/or Net Assets - Unrestricted carried forward from prior years.

### Ten Year Staffing Trend:



### Ten Year Staffing Trend Highlights:

- Staffing has remained stable over the past 10 years, currently at 27 positions.

### Budget Summary

### Final Budget History:

Sources and Uses	FY 2003-2004 Actual Exp/Rev	FY 2004-2005 Budget	FY 2004-2005 Actual Exp/Rev <sup>(1)</sup>	FY 2005-2006 Final Budget	Change from FY 2004-2005	
		As of 6/30/05	As of 6/30/05		Actual Amount	Percent
Total Positions	27	27	27	27	0	0.00
Total Revenues	4,521,970	5,329,868	4,473,223	4,947,359	474,136	10.60
Total Requirements	3,762,944	5,339,868	4,337,714	4,947,359	609,645	14.05
Balance	759,026	(10,000)	135,509	0	(135,509)	-100.00

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2004-05 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Reprographics Internal Service Fund in the Appendix on page page 674